



DEPARTMENT OF THE ARMY  
U.S. Army Corps of Engineers  
WASHINGTON, D.C. 20314-1000

REPLY TO  
ATTENTION OF:

CERE-AP (405-10f)

16 June 1992

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Retention of Real Estate Records Related to  
Environmental Restoration Projects

1. References:

a. Memorandum, CEIM-PD, 26 Jul 91, subject: Interim Policy Guidance Regarding the Retention of Environmental Restoration Records (Encl 1).

b. Memorandum, CEIM-PD, 17 Mar 92, subject: Preservation of Environmental Restoration Records (Encl 2).

2. Reference 1.a., above, sets forth current USACE policy with respect to the retention of records, including real estate records, related to environmental restoration programs.

3. USACE provides real estate support to the Defense Environmental Restoration Program (DERP) (which includes the Installation Restoration Program (IRP) and Formerly Used Defense Sites (FUDS)) and to a number of non-DOD Federal agencies' environmental restoration programs such as the Environmental Protection Agency's Superfund program.

4. All real estate records which relate to such programs, shall be researched, identified, inventoried, and marked for permanent retention. This shall include active and inactive files within the current files area (CFA), the records holding area (RHA), and the Federal Records Center (FRC). See reference 1.b., above. Records to be permanently retained include, but are not limited to, interagency agreements (IAG's), Real Estate Planning Reports (REPR's), correspondence, surveys, appraisals, title evidence, contracts, invoices, vouchers, travel documentation, deeds, and relocation assistance claims, payments and appeals materials.

5. Retention of such records is critical to support future cost recovery actions. It is extremely difficult, if not impossible, for the Government to recover its clean up costs from responsible parties without such documentation. Your assistance and cooperation <sup>are</sup> vitally important to this effort.

FOR THE COMMANDER:

Encl  
as

B. J. Frankel  
Director of Real Estate

DE 4/9  
CRIBBIN/bem  
CERE-AP

CERE-AP (405-10f)

16 June 1992

SUBJECT: Retention of Real Estate Records Related to  
Environmental Restoration Projects

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CERE-E

DISTRIBUTION:

COMMANDER;

LOWER MISSISSIPPI VALLEY DIVISION, ATTN: CELMV-RE  
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NEW ENGLAND DIVISION, ATTN: CENED-RE  
NORTH ATLANTIC DIVISION, ATTN: CENAD-RE  
NORTH CENTRAL DIVISION, ATTN: CENCD-RE  
NORTH PACIFIC DIVISION, ATTN: CENPD-RE  
OHIO RIVER DIVISION, ATTN: CEORD-RE  
PACIFIC OCEAN DIVISION, ATTN: CEPD-RE  
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FRANKEL  
CERE-ZA



DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers  
WASHINGTON, D.C. 20314-1000

REPLY TO  
ATTENTION OF:

JUL 26 1991

CEIM-PD (25-1a)

MEMORANDUM FOR All USACE Commands, ATTN: Commanders and  
Directors

SUBJECT: Interim Policy Guidance Regarding the Retention of  
Environmental Restoration Records

1. References:

a. 44 U.S.C. 3101. This statute requires Federal agencies to create and preserve Federal records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency. This includes records that protect the legal and financial rights of the government and of persons directly affected by the agency's activities.

b. AR 25-400-2, Modern Army Recordkeeping System (MARKS).

c. AR 25-1, The Army Information Resource Management Program, Chapter 8.

d. Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA).

e. Superfund Amendments and Reauthorization Act of 1986 (SARA).

f. Ontyme Message, N83259, 3 Aug 89, subject: Site Specific Files for Environmental Protection Agency Superfund Work Placed with the U.S. Army Corps of Engineers (Encl 1).

g. Memorandum, CERM-FP, 31 Jan 90, subject: Site Specific Files for Environmental Protection Agency Superfund Work Placed with the U.S. Army Corps of Engineers (Encl 2).

2. Reference 1.d established the Superfund to provide monies for the identification and cleanup of the nation's uncontrolled hazardous waste sites. Reference 1.e provides for the recovery from responsible parties of all costs incurred by the Federal government for Superfund and non-Superfund environmental cleanup actions. EPA desires that USACE maintain adequate program documentation to allow successful recovery by EPA of Superfund financed project costs. Additionally, pursuant to SARA, USACE can similarly recover cleanup costs for remedial actions funded by the Defense Environmental Restoration Account (DERA), and by Civil Works appropriations.

CEIM-PD

SUBJECT: Interim Policy Guidance Regarding the Retention of  
Environmental Restoration Records

7. HQUSACE points of contacts are:

a. Records Management: Kenneth Marquis, CEIM-PD,  
202-272-0712.

b. Resource Management (Functional Proponent):  
James Short, CERM-FP, 202-272-1927.

c. Legal Issues: William Sapp, CECC-C, 202-272-0021.

3 Encl  
as



H. J. HATCH  
Lieutenant General, USA  
Commanding

CF:

All Records Administrators and Records Managers  
All Resource Managers  
All Contracting Officers \*

\* Note: It is the responsibility of all Contracting Officers to  
furnish each of their Program Managers a copy of this interim  
policy guidance.

MSG#:N83259  
IN#: 1882  
TO: CERM-F  
FROM: CORPS CERM-F  
SENT: 03 AUG 89 10:42:54  
READ: 03 AUG 89 10:44:32  
SUBJ: site Specific Files for EPA Superfund Work Places w/ the USACE

FOR ONTYME

CERM-FC

MEMORANDUM FOR: Division Commanders, District Commanders,  
Commander/Director Laboratories, ATTN: Resource Management  
Officers

SUBJECT: Site Specific Files for Environmental Protection  
Agency Superfund Work Placed with the U. S. Army Corps of  
Engineers

1. The Environmental Protection Agency (EPA) has agreed to help establish site specific cost documentation files for all Superfund work placed with USACE. The EPA contractor will visit each district that has a Superfund project and assemble files for each Superfund project since the beginning of the program. EPA will administer the cost documentation contract and make all contract payments.
2. Superfund financial documents must be retained for a minimum of ten years to satisfy EPA cost recovery requirements. This is significantly longer than the six year three month period for USACE financial documents; therefore, it is imperative that finance and accounting officers and Superfund program managers ensure that all Superfund original documents are retained until site specific files are assembled. This action must be given your highest priority.
3. CERM-FC and EPA are finalizing details for the contractor to start work on site specific files in approximately 30 days. We will keep you informed of our progress and provide you with a tentative schedule as details are worked out. In the interim, you may call Mr. James Short at 202/272-1927 if you have questions regarding site specific cost documentation files for Superfund projects.

/s/

JOHN F. WALLACE  
Director of Resource Management

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DEPARTMENT OF THE ARMY  
U.S. Army Corps of Engineers  
WASHINGTON, D.C. 20314-1000

JUST DISTRIBUTION  
L. EVANS.

REPLY TO  
ATTENTION OF:

CERH-FP (37)

31 JAN 1990

MEMORANDUM FOR Division Commanders, District Commanders,  
and Commanders and Directors of Laboratories  
ATTN: Resource Management Officers

SUBJECT: Site Specific Files for Environmental Protection  
Agency Superfund Work Placed with the U.S. Army Corps of  
Engineers

1. Reference Ontyme Message No. N83259, subject as above, dated 3 August 1989.
2. As stated in the above referenced message, the Environmental Protection Agency (EPA) has agreed to provide contracted assistance in developing site specific cost documentation files. Contractor support will be implemented in stages. The first delivery order has been let to Computer Sciences Corporation (CSC) to develop a procedural manual. It is scheduled for completion at the end of January. Initial documentation effort will begin at the Omaha District and is scheduled to begin in mid-February.
3. The contractor will establish operations in approximately four permanent locations, one being the Omaha District. The other permanent locations have not been determined. The local Finance and Accounting Officer will be required to provide the contractor with operating space, desks, access to telephones, priority access to reproduction equipment, permanent file space, and use of at least one personal computer. The staff will consist of no more than four CSC employees at each "permanent" location. For all other locations, the contractor will operate in a travel mode. The Finance and Accounting Officer will be given an advance notice of the contractor's schedule.
4. In support of the contract, USACE is required to provide EPA with a Task Manager. That function was delegated to the Missouri River Division. Ms. Lucy Harris has been appointed the Task Manager and will be contacting the local Finance and Accounting Officers to make arrangements for the contractor.
5. For planning purposes, please provide the following information:

Encl 2

Preserve the following environmental restoration program files.  
Note, this is not an all-inclusive list.

Project Technical Files:

- design reports
- project correspondence
- cost estimates
- field investigation/reports
- studies
- analysis data
- quality assurance information
- records of decision
- remediation design criteria
- deeds
- permits

Finance Files:

- interagency agreements
  - SF 1081
  - vouchers & schedule of withdrawals
  - work plan
  - signed certification statement
- labor distribution sheets (including any amendments)
- travel documentation
  - travel authorization
  - travel vouchers
  - carrier bills
  - government owned vehicle bills
  - hotel receipts
  - car rental receipts
  - proof of payment - SF 1166, or equivalent
- accrual (payable) documents
- disbursements
- collections
- distributions from the revolving fund
- correcting entries
- contractor vouchers and invoices

Contract Files:

- executed contract
- change orders and modifications
- bid abstracts
- contract correspondence
- contract status notification
- quality assurance information
- claims and appeals materials